Section I: Accessing the CM/ECF System

Step 1: Click on Web PACER hyperlink on the U.S. Bankruptcy Court Home Page.
Step 2: Enter CM/ECF Login and Password on ECF/Pacer Login Screen.

> **NOTE**: The first time a Registered User attempts to view any reports within the CM/ECF system, the PACER Login Screen will appear. Below the PACER Login and Password box will be a check-box prompt asking if you would like to store the login as the default PACER login. By selecting this box, you will only have to log into the CM/ECF system at the start of your session and the PACER login will be automatically entered when you attempt to run reports.

Section II: Filing A New Adversary Case

Step 1: Click on the Adversary Hyperlink on the CM/ECF Main Menu
Step 2. Click on Open AP/MP case
Step 3. Enter the correct office (this will be the same as the office assigned to the main BK case) and click Next
Step 4. Enter Plaintiff name and click on Search button. Select name from list if Party found. If name does not appear after search, click on Create a new Party.
Step 5. Fill in Party information if necessary and change the role to Plaintiff.
Step 6. Add yourself as attorney for plaintiff by clicking "Add Attorney" and searching for your name. When your name appears, click "Select Name From List," verify your office information, and click "Add Attorney." When you have returned to the Party Information screen, click Next.
Step 7. If there are more plaintiffs to be added, repeat steps 4-6.
Step 8. When all plaintiffs have been added, you may begin adding defendants one at a time.
Step 9. Enter the defendant's name and click Search. Select name from list if party's name is found. If name does not appear after search, click "Create New Party."
Step 10. Fill in party information, change the role to Defendant, and click on Submit. **Note: do not add an attorney for defendant at this time.**
Step 11. After all Parties have been added. Click on End Party Selection.
Step 12. Select whether US is a party
Step 13. Pick Nature of Suit, Origin, transfer date if applicable, Jury Demand, Demand, and click Next.
Step 14. Add Lead BK Case Number, select Association type, and click Next.
Step 15. Browse and select pdf document
Step 16. Enter Nature of Suit and enter CC for Receipt #
Step 17. The docket text screen displays; modify as appropriate and click Next.
Step 18. The Final submission screen appears; read over your text carefully to verify it is correct. If necessary, use your browser back button to find the screen to be modified, or click the

Adversary hyperlink to abort and start over. When your text is correct, click next. Your Notice of Electronic Filing screen appears and your transaction is complete.

Section III: Filing a Summons Service Executed

Step 1. Click on the Adversary hyperlink in the CM/ECF main menu
Step 2. Click on Complaint & Summons
Step 3. Enter the adversary case number and click Next.
Step 4. Select "Summons Service Executed" from the document selection box and click Next.
Step 5. Browse and select your PDF document
Step 6. Select the party or parties on whom the summons was served and click Next
Step 7. Enter the date served if the default date is not correct; click Next
Step 8. The docket text screen displays; modify as appropriate and click Next
Step 9. The Final submission screen appears; read over your text carefully to verify it is correct. If necessary, use your browser back button to find the screen to be modified, or click the Adversary hyperlink to abort and start over. When your text is correct, click next. Your Notice of Electronic Filing screen appears and your transaction is complete.

Section IV: Filing an Answer to a Complaint

Step 1. Click on the Adversary hyperlink on the CM/ECF main menu bar
Step 2. Click on Answer
Step 3. Click on Complaint, 3rd , Cross, Counter
Step 4. Enter or verify adversary case number and click Next
Step 5. Verify Case name and case number and click on the Next button
Step 6: Select the party you represent on the party selection screen and click Next.
Step 7. Check box for party/attorney association and click Next
Step 8. Check the box for the complaint and click Next
Step 9. Associate document and click Next
Step 10. If answer contains a Third-Party Complaint, a Cross-Claim or a Counterclaim check the appropriate box; if not, click Next
Step 11. Edit docket text if necessary and click Next
Step 12. Verify Docket text and click Next.

Section V: Filing a Proof of Claim When the Creditor is Already on the Case

Step 1.	Click on Bankruptcy in the CM/ECF main menu
Step 2.	Click on File Claims
Step 3.	Verify or type in case number. Click on Next button.
Step 4.	Select name of Creditor from the drop down menu and verify the address. If address matches, click Next. If address does not match, see Section VII "Modifying Creditor Information."
Step 5.	Enter the data in the appropriate fields for the claim. (All claim amounts will be placed under the "Amount Claimed: Unknown" category.) Do not enter the "$" or commas in the dollar amount fields. Type in the exact amount on the claim, tab through and click on the Next button
Step 6	Browse for the pdf document and then click Next button
Step 7.	Notice of Electronic Claims Filing displays.

Section VI: Filing a Proof of Claim When the Creditor is Not On the Case

Step1.	Click on Bankruptcy in the CM/ECF main menu
Step 2.	Click on File Claims
Step 3.	Verify or type in case number. Click on Next button
Step 4.	Verify case name and number and then review for creditor in the drop down menu. If creditor not there, then click on Add Creditor.
Step 5.	Verify case number and then click on Next button
Step 6.	Type in the name and address of the Creditor. If the claim was filed by an attorney for the creditor, type in Creditor and then the name and address of the attorney. Click in the radio button "last entry" if this is the only creditor you are adding at this time. If you are entering more creditors, repeat this step until you have added all creditors.
Step 7.	Screen shows you number of creditors entered. If this is correct, click on Submit.
Step 8.	Verify case number and name and click on File a Proof of claim
Step 9.	Verify case number at Search for Creditor screen and click Next.
Step 10.	Select creditor from the drop down menu. Verify creditor and click on the Next button.
Step 11.	Enter the data in the appropriate fields for the claim. (All claim amounts will be placed under the "Amount Claimed: Unknown" category.) Do not enter the "$" or commas in the dollar amount fields. Type in the exact amount on the claim, tab through and click on the Next button
Step 12.	Browse for the pdf document and click Next.
Step 13.	Notice of Electronic Claims Filing displays.

Section VII: Modifying Creditor Information

Creditor Information needs to be modified when the name or address of the creditor for whom you are filing a proof of claim does not match the information shown in CM/ECF.

Step 1: Click on the Bankruptcy hyperlink
Step 2: Click on Creditor Maintenance
Step 3: Click on Edit Creditors
Step 4: Enter in the case number and the name of the creditor you wish to edit, and click the "Edit a Creditor" radio button. Click Next.
Step 5: Edit the creditor information and click Submit

Section VIII: Filing a Motion

Step 1: Click on the Bankruptcy or Adversary hyperlink.
Step 2: Choose Motions/Applications/Objections to Exemptions (or "Motions" if you are in the Adversary Category).
Step 3: Enter the case number and click Next.
Step 4: Highlight the appropriate document title in the document selection screen, click Next.
Note: Your case verification screen appears; the case title is a hyperlink to the docket sheet, should you wish to check it.
Step 5: Select the party who is filing the motion by highlighting their name, click Next.
Note: If your party is not listed, click Add/Create New Party, enter in your search criteria to search the database, and if the party's name appears in the drop down list, highlight it and click Select name from list. If your party does not appear in drop down list, you click "Add New Party" button and complete the demographic information for that party, making sure to identify that party's appropriate role from the drop down menu.
Step 6: The Attorney/Party Association Screen will appear if you have created a new attorney/party relationship. Check the box associating you with the client you have just entered, click Next.
Step 7: Browse to the appropriate location of the PDF document associated with this motion, right click and open your document to confirm you are associating the correct document. **Note:** This will launch Adobe Acrobat Reader to display the contents of the imaged document. Once you have verified that the document is correct, close or minimize Adobe and click Open in the file upload box. When the filepath is listed in the filename field, click Next.
Step 8: If the receipt screen displays; enter "CC" in the receipt number field; if appropriate, the Clerk's Office will charge a fee the next business day.
Step 9: The docket text screen displays; modify as appropriate and click Next.
Step 10: The final submission screen appears; read over your text carefully to verify it is correct. If

necessary, use your browser "back" button to find the screen to be modified, or click the Bankruptcy hyperlink to abort and start over. When your text is correct, click Next.
Note: At this point the Notice of Electronic Filing screen appears and your transaction is complete.

Section IX: Filing Other Documents

Step 1: Click on the Bankruptcy or Adversary hyperlink.
Step 2: Choose **Other**
Step 3: Enter the case number and click Next.
Step 4: Highlight the appropriate document title in the document selection screen, click Next.
Note: Your case verification screen appears; the case title is a hyperlink to the docket sheet, should you wish to check it.
Step 5: Select the party who is filing the document by highlighting their name, click Next.
Note: If your party is not listed, click Add/Create New Party, enter in your search criteria to search the database, and if the party's name appears in the drop down list, highlight it and click Select name from list. If your party does not appear in drop down list, you click "Add New Party" button and complete the demographic information for that party, making sure to identify that party's appropriate role from the drop down menu.
Step 6: The Attorney/Party Association Screen will appear if you have created a new attorney/party relationship. Check the box associating you with the client you have just entered, click Next.
Step 7: Browse to the appropriate location of the PDF document associated with this document, right click and open your document to confirm you are associating the correct document. **Note:** This will launch Adobe Acrobat Reader to display the contents of the imaged document. Once you have verified that the document is correct, close or minimize Adobe and click Open in the file upload box. When the filepath is listed in the filename field,
click Next.
Step 8: If the receipt screen displays, enter "CC" in the receipt number field; if appropriate, the Clerk's Office will charge a fee the next business day.
Step 9: The docket text screen displays; modify as appropriate and click Next.
Step 10: The final submission screen appears; read over your text carefully to verify it is correct. If necessary, use your browser "back" button to find the screen to be modified, or click the Bankruptcy hyperlink to abort and start over. When your text is correct, click Next.
Note: At this point the Notice of Electronic Filing screen appears and your transaction is complete.

Section X: Running Reports

Cases Report

Step 1: Click on the Reports hyperlink on CM/ECF Main Menu.
Step 2: Click on Cases Report.
Step 3: Define limiting criteria for report by clicking on drop-down menus for Judge, Office, Case Type, Trustee, Chapter, Category and/or Event.
Step 4: Type the date range in Date Entered fields to limit the report to a specific time period.
Step 5: Click on drop-down menu(s) to select sorting method for report. Users are able to sort the report by two limiting factors to tailor the report to their individual needs.
Step 6: Click on the Run Report button.

Docket Report

Step 1: Click on the Reports hyperlink on CM/ECF Main Menu.
Step 2: Click on Docket Report.
Step 3: Enter the case number for the docket report you wish to run.
Step 4: Click on the Run Report button.

Claims Registers

Step 1: Click on the Reports hyperlink on CM/ECF Main Menu.
Step 2: Click on Claims Register.
Step 3: Enter the case number for the claims register you wish to run.
Step 4: If you wish to see the entire Claims Register, modify the "Filed" date to start with 1/1/1980 and end with today's date.
Step 5: Click on the Run Report button.
Step 6: The Search Results Screen will display. Ensure that the radio button for "Claims Register" is selected, click Next.

Section XI: Queries

Finding a Case Number/Case Information with Debtors Last Name

Step 1: Click on the Query hyperlink on CM/ECF Main Menu.
Step 2: Type in Debtor's/Party's Last Name
Step 3: Click on Run Query button
Step 4: Select the appropriate party from the list of parties provided

Note: This will bring you to the Query Screen specific to the case you have selected.

Selecting the Query that best suits your needs:

Alias - Lists all parties in a case with aliases.
Associated Cases - Lists all cases associated with the case number you have queried (adversaries, etc.)
Attorneys - Lists all attorneys who have appeared in the case.
Calendar Monthly - Highlights all pending activities/deadlines in the case, one month at a time.
Case Summary - Provides a snap-shot summary of case.
Creditor - Provides listing of selected creditor types (Administrative, 20 Largest, etc.).
Deadlines - Shows all pending, due, set, terminated and satisfied deadlines for the case.
Docket Report - Shows the docket report for the case
Filers - Shows all of the parties in the case that have filed documents.
History/Documents - Shows the events that were docketed with Filed and Entered dates.
Judge - Shows the Judge Assignments to the case.
Motions Report - Provides a listing of all satisfied and pending motions in the case.
Notice of Bankruptcy Case Filing - Printable document for notification of bankruptcy case filing.
Parties - Provides a listing of all of the parties to a case.
Related Transactions - Provides a listing of all docket transactions and the previous/subsequent actions to which they relate.
Status - Shows the current case status.
Trustee - Shows the Trustee assigned to the case.

Section XII: Obtaining a Creditor Mailing Matrix

Step 1: Click on the Reports hyperlink on CM/ECF Main Menu
Step 2: Click on **Mailing Matrix By Case**
Step 3: Enter the case number, and select "3 Col PDF" from the Print Format selection box; click **next** to generate the matrix
Step 4: A message will appear which states "The Mailing Matrix PDF file can be viewed or printed at this link." Click on the word "link" to view your matrix.

Section XIII: Obtaining a 2002 List

Step 1: Click on the Query hyperlink on the CM/ECF Main Menu
Step 2: Enter the case number or the debtor's/party's last name
Step 3: Click **Run Query**
Step 4: Select **Creditors** from the Query selection screen
Step 5: In the "Creditor Type" drop down field, choose **Notice of Appearance** and click **next** to view the 2002 list